

AGENDA

Fine Arts Commission Meeting

11 January 1974, 1400 Hours - Room 7B44 Hqs

1. Stairway Numbers and Colors

Please look at the newly painted stairway number 3 and read the attached memorandum.

2. Distribution of Pictures and Wall Hangings

Please read the attached memorandum.

3. Exhibitions

- a. Assignment of an FAC member to be responsible for the April African exhibition.
- b. Selection of Index of American Design exhibition for May. See attachment to 7 November 1973 minutes.

4. Bulletin Boards

The bulletin boards in C and E corridors on floors 2-7 are cluttered and uncontrolled. [redacted] will present a possible solution to this problem. STATINTL

5. Plants Around the Main Quadrangle

Please look at the potted plants around the main quadrangle. They are generally unhealthy and scrawny. Should the plants be removed entirely? Is there anything that can be done to keep the plants healthy? [redacted] will present the history of this problem. STATINTL

6. Use of 1C Corridor

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[redacted] would like to discuss the Garden Club's use of the 1C Corridor. STATINTL

7. Other Matters Presented by the Chairman



27 November 1973

MEMORANDUM FOR: Chairman, Fine Arts Commission

SUBJECT : Stairways

1. The Fine Arts Commission has pending two projects which involve the Headquarters Building stairways. The first is putting accent colors on inter-floor walls. The second is installing large foreign numerals on stairway landings. Based on a recent tour of the stairways I have several recommendations.

2. There are 11 public stairways. Stairways 1, 3, 4, 6, 7, and 9 are large main stairways. Stairways 2, 5, and 8 are smaller stairways. Stairways 10 and 11 are stairways that run only from the ground floor to the main floor. I recommend initially we put color in only the six main stairways, and put numbers in only the central stairways 3, 4, 6, and 7. *Agree*

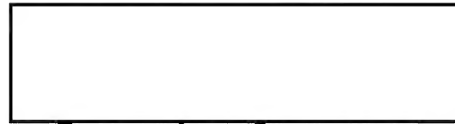
3. Regarding color: Stairway 3 has been painted in a sequence of nine different colors (stairways 3 and 7 have nine inter-floor walls; stairways 1, 4, 6, and 9 have seven inter-floor walls). Descending from the 7th floor, the color numbers in stairway 3 run 1, 2, 3, 4, 5, 8, 9, 10, 11. (The colors are listed in attachment 1.) Stairway 6 has been painted alternating the two lightest colors. Descending from the 7th floor, the color numbers in stairway 6 run 1, 2, 1, 2, 1, 2, 1. In my opinion both solutions are acceptable; however, I recommend that in stairway 3 color 6 replace color 5, since the difference between colors 4 and 5 is almost imperceptible. I also recommend that stairways 1 and 9 be painted in the sequence 1, 2, 3, 5, 9, 10, 11; stairway 7 be painted in the sequence 1, 2, 3, 4, 6, 8, 9, 10, 11; and stairway 4 be painted in the sequence 1, 2, 1, 2, 1, 2, 1. *Agree*

4. Regarding landing numbers: On floors 2-7 there is good space in all stairways for a floor number (see attachment). The numbers can be consistently placed just preceding the down

*why not*  
*1, 2, 3, 5, 7, 9, 11 ?*

stairs. On the first floor, however, the stairway designs prevent the consistent placement of a number. In stairways 3 and 7 the first floor arrangement makes it almost impossible to place a large number. In view of the problems of placement on the first floor landings and the consistency which exists above the first floor, I recommend that we place numbers only on floors 2-7.

*Agree*



Executive Secretary  
Fine Arts Commission

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Attachments

1. Color listing
2. Diagram of Main Stairways

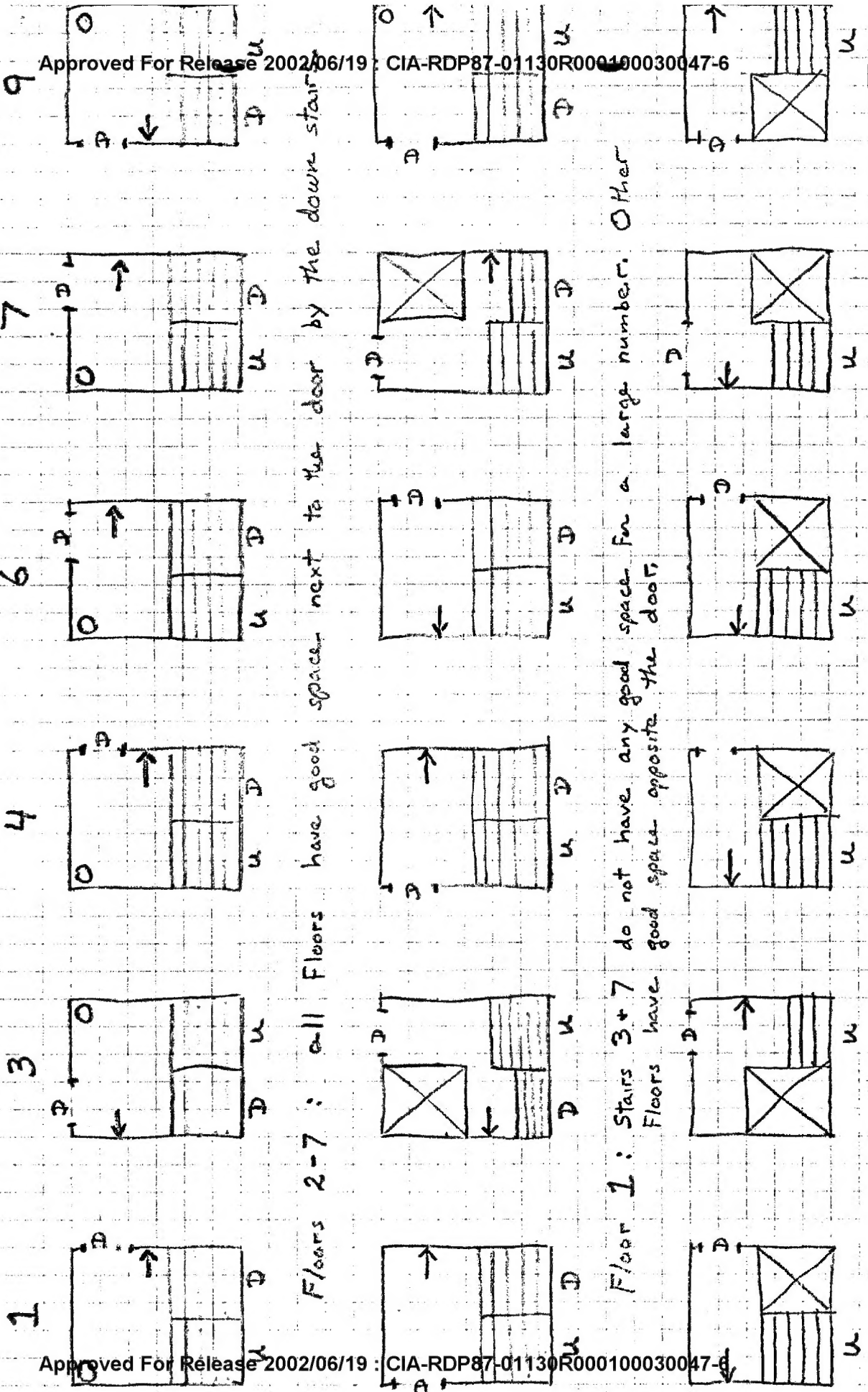
Attachment 1

Agency Colors

- 1 - Yellow
- 2 - Yellow-Orange
- 3 - Orange
- 4 - Orange-Red
- 5 - Red
- 6 - Red-Violet
- 7 - Violet
- 8 - Violet-Blue
- 9 - Blue
- 10 - Blue-Green
- 11 - Green
- 12 - Green-Yellow

Attachment 2

# MAIN STAIRWAYS



Floors 2-7 : all Floors have good space next to the door by the down stairs

Floor 1 : Stairs 3+7 do not have any good space for a large number. Other Floors have good space opposite the door.

Floor G: All floors have good space on stairway wall

↑ : Suggested Location  
○ : Pipe

27 November 1973

MEMORANDUM FOR: Chairman, Fine Arts Commission  
SUBJECT : Distribution of Wall Hangings

1. In 1969 the Fine Arts Commission initiated a program to distribute wall hangings in Agency offices. The purpose of the program was to provide employees with an alternative to the visual clutter which prevailed in most areas.

2. It quickly became apparent that personal interaction with the recipients of the wall hangings was necessary to accomplish the program's purpose. When guidance was not provided, the hangings were simply added to the clutter. Several FAC members invested the time necessary to make the program work.

3. At the 27 July 1973 Fine Arts Commission meeting, responsibility for the acquisition and distribution of wall hangings was turned over to the Logistics Services Division. STATINTL

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4. During the ~~past four months~~, over 50 fabrics have been distributed. [redacted], with the help of [redacted] [redacted] has personally hung the fabrics. In keeping with the original FAC program, she has advised the recipients on how they can improve their surroundings and how best to use the new hangings.

5. In the same time frame more than 100 reproductions have been distributed. These pictures have not been controlled. The recipients of the pictures have not been advised on proper hanging or told of the reason for the service. The names and offices of the recipients have only recently begun to be logged. I have been told that LSD does not have the people to supervise the correct hanging of these pictures.

6. Since I know from past experience that unsupervised distribution of wall hangings will just add to the wall

clutter, I feel that the FAC should help LSD to find a way to handle this problem.

7. I see three alternatives:

a. Terminate all distribution of wall hangings. - Judging from the demand, this would make a large number of people unhappy. Apparently the provision of wall decorations and decorating advice is now an expected area of support.

b. Gather requests for wall hangings and have a contracted interior decorator come in and respond to the requests every week or two. - This is an expensive solution to the problem.

c. Establish a request queue in LSD and respond to requests on a "time available" basis. - This seems like the best solution. It would allow LSD to establish the need for this service and provide justification for allocating resources to it.

8. I feel strongly that this subject should be discussed at our next meeting.

STATINTL



Executive Secretary  
Fine Arts Commission